

# BAY COUNTY PROJECT CLOSEOUT CHECKLIST

Name of Contractor: \_\_\_\_\_

Project Title: \_\_\_\_\_

1. SUBSTANTIAL COMPLETION	
<b>When the work is substantially complete, the Contractor shall:</b>	<b>CHECK</b>
1. Provide a written notice that work is substantially complete:	
2. Accompany Owner on inspection to document deficiencies (Punch List):	
2. FINAL COMPLETION	
<b>A. When work is complete the Contractor shall submit written certification that:</b>	
1. Contractor has complied with contract documents	
2. Work has been inspected for compliance	
3. Work has been completed in accordance with project documents	
4. Work is completed and ready for final inspection	
<b>B. Should the work be incomplete or defective:</b>	
1. The Owner will notify the Contractor in writing	
2. The Contractor shall, in a timely manner, repair or correct the deficiencies	
3. CONTRACT CLOSEOUT	
<b>A. The Contractor shall submit:</b>	
1. Project record documents	
2. Certification that payments have been made to subcontractors and material suppliers	
3. Certificate of insurance for products and completed operations (if applicable)	
4. Payment of debts and claims and consent of surety for final payment	
5. Record drawings, manufacturer literature and test data	
6. Release of claims	
7. Keys and maintenance kits	
4. RELEASE OF RETAINAGE	
1. Final application for payment	
2. Receipt of reports of tests and balances	
3. Completion of contractual training requirements	
4. Warranties	
5. Affidavit stating that all subcontractors have been paid	
6. Maintenance manuals	
7. Certifications by Architect/Engineer (if applicable)	
8. Any other documentation required by Owner	